

**Minutes of the Maricopa HOME Consortium
Public Hearing and Meeting
October 15, 2015
9:30 a.m.**

Present: **Matt Hess, City of Avondale**
 Barbara Bellamy, City of Chandler
 Melissa Vizzerra, City of Chandler
 Tilahun Wagaye, City of Chandler
 Rudy Tietje, City of Chandler
 Robert Kropp, Town of Gilbert
 Gilbert Lopez, City of Glendale
 Carin Imig, City of Peoria
 Jaime Gonzalez, City of Peoria
 Justin Boyd, City of Scottsdale (telephonically)
 Alicia Rubio, City of Surprise
 Maryna Leyvas, City of Tempe
 Amy Jacobson, Maricopa County
 Carissa Cyr, Maricopa County
 Lisa Lowery, Maricopa County
 Regina Marette, Maricopa County

Amy opened the Public Hearing at 10:15 A.M. The purpose of the Public Hearing is for the purpose of obtaining citizen input and comment on Amendment #1 to the FY2015-2016 Annual Action Plan (AAP), Year 1 of 5 of the Consolidated Plan (CP). The AP details specific projects to meet the strategies identified in the CP. Amendment #1 is requested to reprogram approximately \$1 million in HOME funds and NSP program income funds from the Maricopa County Homebuyer Assistance Program (MCHAP) to an Urban County rental development program. Amy asked if there were any comments. No comments were made. Amy then closed the Public Hearing.

1. Call to Order and Roll Call-

At 10:15 a.m., Amy Jacobson called to order the October 15, 2015 Maricopa HOME Consortium Public Meeting held at the Security Building in Classroom 1, Floor 1A, at 234 North Central Ave., Phoenix, Arizona 85004. The Roll was then called and a quorum was established.

2. Approval of Minutes (9/17/15)-

Amy called for a motion to approve the minutes of the September 17, 2015 monthly HOME Consortium Public Meeting, unless there were any changes or corrections to the minutes. Matt Hess made one correction: Alicia Rubio motioned to approve the September 17, 2015 minutes with one correction. The motion was seconded by Gilbert Lopez and passed unanimously.

3. Program Year Expenditure Update Report-

Lisa said she updated the “long” financial spreadsheet. She said she took the balances paid from the end of the County’s fiscal year, June 30th, and rolled over the available balances to the first column. Any expenditures which occurred between July 1 and August 30th are in the “actuals” column. The spreadsheets have also been updated to include FY2015 and 2016. Lisa said we are waiting for all the reimbursements from the 1st quarter to be submitted and Regina asked the members to request reimbursements within 30 days of paying contractors. Lisa asked the members to verify all numbers to ensure they are correct.

Lisa reminded the members that if their addresses or EFT accounts have changed to let the County know

because their Maricopa County Vendor information will also need to be updated.

Barbara Bellamy asked Lisa if she would identify the CHDO allocation funds by City on the spreadsheets. Lisa concurred that this identification would be helpful.

4. HOME Quarterly Reports-

Regina said that the HOME Quarterly Reports for the 2014 contracts are due today. The County is starting with 2014 contracts; reports for the 2015 contracts will begin the first quarter after the new contracts are signed.

Regina reminded the members that the Quarterly Reports are generated directly from the contract Work Statements. If the draft 2015 Contract already has dates that need to be adjusted, please make the adjustments now so that the reports are accurate after the start of the contracts.

Amy added that one of the goals of these reports is to keep the information updated in our office for required HUD reports, such as the CAPER.

5. Announcements and Information-

- IDIS Training - Amy announced that there would be IDIS training on October 27th at 9:00 am at the Human Services Department office in the training room. Bill Kubal, a national consultant with HUD, will be conducting the training. One of the purposes of the training is to receipt all program income in IDIS. She asked the members to remember to bring their most current Program Income report balances to be receipted.
- 2015 HOME contracts - Regina asked that the consortium members review the draft 2015 contracts and Work Statements and to return them as soon as possible. Once the County receives email confirmation that the contract is in final form and has a projected City/Town Council date, then the County will put the contract on the Board of Supervisors agenda. The BOS approval agenda may occur before the consortium member has a signed contract. The Chairman will sign only after the contract has been approved by the City/Town Council and signed by the authorized person(s).

Regina said she will need the email confirmation of approval by October 22nd to make the November 18th BOS agenda and by November 20th to make the December 9th BOS agenda.

Barbara had a question regarding the \$2 million insurance policy. Barbara said that some of their non-profit partners do not have this large of a policy. She recalled a few years ago that the City of Chandler requested the County to withdraw this requirement. Amy said to remember that our contract is with the City and that the City will have a separate agreement with any developer or non-profit. The City's developer contracts may have different terms. Amy said she will seek Risk Management approval on a case by case basis. The contractor doing the work will have to provide Builder's Risk coverage outlined in the contract to both City and County. County must also receive the appropriate certificates of insurance as called for in the contract.

- The City of Peoria has a new Director of Community Development.
- Barbara introduced Rudy Tietje and Tilahun Wagaye as new staff members with Chandler.
- Amy suggested that the Consortium entertain a 15 minute topical/programmatic round table discussion after the adjournment of the monthly consortium meetings. She said it would be a time for the members to share HOME information and experiences with the group now that the

community presentations have ended. Gilbert advised that we check with attorneys regarding the open meeting laws.

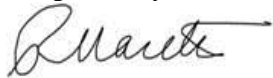
6. Call to the Public-

Call to the Public is an opportunity for the public to address the Consortium concerning a subject that is not on the agenda. Public comment is encouraged. At the conclusion of an open call to the public, individual members of the Consortium may respond to criticism made by those who have addressed the Consortium, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the Consortium shall not discuss or take legal action on matters raised during an open Call to the Public unless the matters are properly noticed for discussion and legal action. *No response from the public.*

7 Adjournment-

There being no other business, the Chair entertained a motion for adjournment by Carin Imig and seconded by Barbara Bellamy. The motion was passed unanimously. The meeting was adjourned at approximately 10:40 a.m. The next scheduled public meeting will be November 19, 2015.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Regina Marette', written in dark ink.

Regina Marette
Recording Secretary